

Internal Auditor

Dept: Administration

FLSA Status: Exempt

General Definition of Work

Performs difficult professional work auditing the County's accounting and financial records and systems, ensuring data integrity between departments, and related work as apparent or assigned. Work is performed under the limited supervision of the Assistant County Manager/Finance Officer.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Plans, develops and conducts diversified financial and operational records checking to determine reliability and integrity of financial and operating information.
- Reviews systems documentation of departmental operations and procedures to ascertain whether results are consistent with established objectives and goals.
- Assesses internal controls and evaluates the effectiveness of management controls over county departments.
- Determines compliance with federal, state and/or county laws, rules and regulations.
- Prepares reports or findings and makes recommendations for improving fiscal and operational controls for the facilitation of record keeping and safeguarding of assets.
- Conducts special research projects relating to nonrecurring or infrequent events, report findings and recommends improvements in special financial and statistical statements and reports.
- Assists independent auditors with interim and annual audits to include preparation of footnotes and complex schedules, interpretation of laws and regulations and adherence to generally accepted and governmental accounting principles and auditing standards.
- Prepares analytical review and evaluation of financial data for inclusion in the Comprehensive Annual Financial Report transmittal letter and statistical section.
- Investigates, analyzes and prepares complex reports, agreements, surveys, studies, questionnaires and forms.
- Communicates through written reports and in person with department heads, management, elected officials, other governmental agencies and private businesses having contractual arrangements with the County regarding audits, findings and recommendations to correct noncompliance with applicable laws, rules and regulations and to improve operational efficiency.
- Processes applications for outside requests for funding; assists agencies in understanding the requirements.
- Performs risk assessments; internal audits and monitoring; manages special projects.
- Monitors compliance with federal and state grant requirements.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Thorough knowledge of the principles and practices of accounting and budgeting as applied to local government; thorough knowledge of the principles underlying general laws and administrative policies governing municipal financial practices and procedures; thorough knowledge of modern office practices and of standard office and accounting equipment; general knowledge of audit practices; ability to plan, organize and direct the work of subordinate employees; ability to review and supervise staff; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to prepare complex financial reports; ability to communicate ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with associates.

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Education and Experience

Master's degree in accounting, or related field and one to three years experience working in government accounting, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires walking, pushing or pulling and lifting and occasionally requires standing, climbing or balancing and stooping, kneeling, crouching or crawling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- Certified Public Accountant (CPA) certification preferred.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

Internal Auditor

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date